SECTION II: Designated Federal Official Access to Advisory Committee Data

The Designated Federal Official (DFO) primarily uses the system to update the information on their advisory committee during the current fiscal year. Doing so allows them to 1) manage the committee information flow within the agency and 2) report the data required by law. The Federal Advisory Committee Act (FACA) requires that the DFO, with the Committee Management Officer (CMO), report complete and accurate information about the advisory committee, at a minimum, annually. The web-based database and management system accommodates that requirement by allowing the continual updating of committee information throughout the fiscal year. Keeping the data continuously up-to-date converts the system and record keeping from a focus on history and records, to a focus on management and immediate relevancy. With frequent and timely updates, the system becomes more useful to everyone. Everyone, in this extraction, ranges from the public user interested in a specific issue, to the agency official wanting a view of specific committee activity as well as the broader view of committee activity across the agency, to congressional staff with oversight responsibility.

What is the "FACA Database and Committee Tracking System"?

The FACA database is a specialized database available for updating and reporting on the web. The **Federal Advisory Committee Act** originally required that specific data items about advisory committees be collected by the President annually and transmitted to Congress for review. Since 1997 this web-based database has been used by all the government agencies that have advisory committees to collect that data. This online system was demonstrated to Congress at a Government Reform Committee Hearing in 1998 and, since 1999, Congress has determined that it no longer requires the "**printed and transmitted**" annual report. The annual reviewing and reporting needs of the Congress and the President are met through the maintenance of the online system. The "DFO" user has access with edit and update rights to the current fiscal year's data for their specific committee via the Internet. The DFO is given their access rights, their logon (username) and their initial password by their agency CMO. The DFO, like any public user, can view all of the information on all of the committees of all the agencies of the federal government available for the current fiscal year in a read-only mode. At the same time, only the DFO, or their designee, the agency CMO, or their designee, or a Committee Management Secretariat (CMS) staff member can edit or update the committee data for the current year.

What kind of data is being collected and maintained?

For the DFO, the program collects and displays
* Charters and related information,
* Members and their appointment information,
* Costs,
* The agency's recommendation for continuation or termination of the committee,
* The committee's recommendations to the agency and the actions taken on the recommendations (this will be added in the immediate future),
* Report titles, publication dates, and the text of the report,
* Meeting purposes, dates, location, whether the meetings were open or closed, and the minutes or transcripts,
* Activity and justification (raison d'etre) information,
* DFO appointment and contact information,
* Web site addresses for the committee or accessing committee information like the minutes, reports, and recommendations, and
* Committee interest or issue areas.

This information exists for each committee and is aggregated by the agency as well as by the whole government, by year. The database does not contain meeting announcements, although proposed future

meetings can be listed and there are provisions for those additions in the future. Some of the committees also put their meeting minutes, transcripts, meeting content information, reports, and recommendations to the agency on their committee web site or the agency web site. While the law requires that the minutes and reports be maintained in a central and accessible location, during and well beyond the active life of the committee, it does not require that the minutes and reports be uploaded to this system.

How does the DFO use the system?

FACA established that each agency shall establish uniform administrative guidelines and management controls for advisory committees established by that agency, and that each agency shall maintain systematic information on the nature, functions, and operations of each advisory committee within its jurisdiction. The law's language states that the head of each agency that has an advisory committee shall designate an Advisory Committee Management Officer (CMO) who shall –
- Exercise control and supervision over the establishment, procedures, and accomplishments of advisory committees established by that agency;
- Assemble and maintain the reports, records, and other papers of any such committee during its existence; and
- Carry out, on behalf of that agency, the provisions of section 552 of title 5, United States Code, with respect to such reports, records, and other papers.

The law also states that
- There shall be designated an officer or employee of the Federal Government to chair or attend each meeting of each advisory committee. The officer or employee so designated is authorized, whenever he determines it to be in the public interest, to adjourn any such meeting. No advisory committee shall conduct any meeting in the absence of that officer or employee.
- Advisory committees shall not hold any meetings except at the call of, or with the advance approval of, a designated officer or employee of the Federal Government, and in the case of advisory committees (other than Presidential advisory committees), with an agenda approved by such officer or employee.

The FACA database system is designed to support the above requirements by capturing relevant information when the committee is created online by the CMO, and to carry that information forward as it is edited and updated by the DFO or her designee from year to year until the information is no longer required. When a committee is first established and chartered by an agency, the information on the committee is generally entered by the CMO or his designee and should address most of the committee's general, membership, and estimated cost information requirements. Obviously, to function appropriately, the DFO should already be officially appointed, up-to-date, and involved in the committee's mission and charter when a committee is established (officially chartered). The process ordinarily proceeds as follows:
- The President, Congress, or a federal official in an agency decides that advice on an issue is needed and an advisory committee is the appropriate vehicle for getting that advice,
- The President executes an order or the congress passes a law that includes language assigning the responsibility for the committee to an agency. The agency, given it has the means and latitude, simply starts the process of developing a charter.
- The agency uses the administrative guidelines and management controls it established under the law to develop the charter, secure members, appoint a CMO for the agency, appoint the DFO for the committee being established, and delegate or assign the other responsibilities established under the law.
- The CMO confers with the Committee Management Secretariat (CMS) regarding the new committee, ensures that a DFO has been appointed, creates the new committee online using the system, files the charter with the appropriate congressional oversight committees, and provides the appointed DFO and his designees with logons to the system.

When notified that she has been given a logon, the DFO logs onto the system and
- Edits all of the information for completeness and accuracy. Most DFOs confer with the agency CMO before changing data entered by another user, but any user given edit rights to a committee's data can

make the changes they deem necessary. Two users can even be changing data in the same committee at the same time. The last data saved wins.

- Adds meetings and reports as they are scheduled or occur,
- Adds or deletes members as they are appointed or replaced,
- Adds or updates costs as they occur,
- Adds, updates, changes, or clarifies the justifications, activities, and committee recommendations to the agency if the situation warrants,
- Adds or updates the web addresses if a web site is created for the committee or committee information is available at other web sites,
- Adds or updates their own contact information as it changes, and,
- At the end of the fiscal year, the DFO, in consultation with the CMO, recommends the continuance or termination of the committee, and
- Verifies the accuracy and completeness of the committee data for the closing year.

At the beginning of each fiscal year, the system carries all of the data entered for the previous year forward for the new fiscal year, except for meetings and reports. Terminated committees are dropped from the agency list in the fiscal year following their termination, but their history and information will continue to be accessible and displayed under the Public Access button.

The Public Access part of the system is also a useful tool to the DFO, especially in areas related to their management concerns. Using the Search feature, the DFO can discover what other committees exist with issues and concerns similar to their own charter. With that knowledge, the DFO can Drill Down to the specific committees and determine if the system has information useful to them, or they can identify people to contact for further investigation. In the Public Access part of the system the DFO drills down from the general **Year** to the **Agency** to the specific **Committee** to view the desired information. At any time the DFO can **Search** the entire collection for any word or phrase. The DFO can also use the Public Access Button to

- Perform a Database Search using criteria to limit the data displayed,
- Perform a Member Search using criteria to limit the members displayed,
- Download selected data to a spreadsheet from the Download Center,
- Check the Annual Comprehensive Reviews from previous years, and
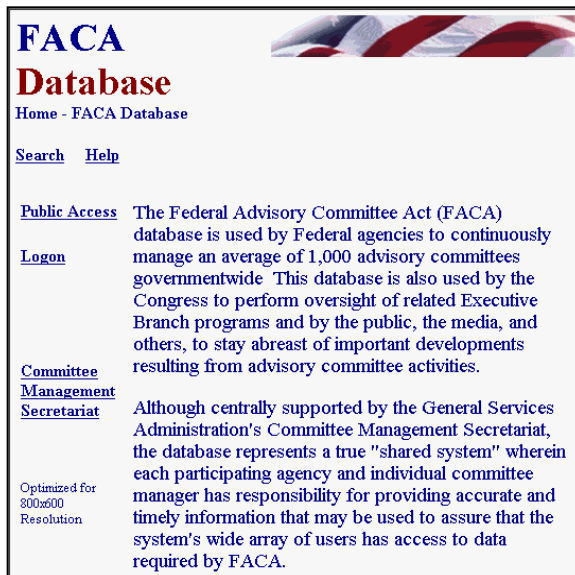- Examine the printed annual reports submitted by the president since 1972.

Other reports and features will be added to the Public Access section as they are developed. A complete help manual like this one for Public Access can be found by clicking the Help Button.

Finding and Logging Onto the System

The opening screen for the **FACA Database** lets DFOs know that they have found the data repository and lists their options. The most direct address for the system will always be http://www.facadatabase.gov
Buttons control navigation throughout the system. The **Hyperlinks** that are visible change depending upon the purpose of the page and the requirements (or access rights) of the user. The hyperlinks are located in the top border and the left border areas. DFOs should move from page to page with the hyperlinks as much as possible and avoid use of the browser buttons (like the arrows to go back or forward) unless specifically instructed to do so on the web page they are viewing.

We emphasize the avoidance of the browser buttons because the **FACA Database** is truly a

FACA Database
Home - FACA Database

Search   Help

Public Access
Logon

Committee Management Secretariat

Optimized for 800x600 Resolution

The Federal Advisory Committee Act (FACA) database is used by Federal agencies to continuously manage an average of 1,000 advisory committees governmentwide This database is also used by the Congress to perform oversight of related Executive Branch programs and by the public, the media, and others, to stay abreast of important developments resulting from advisory committee activities.

Although centrally supported by the General Services Administration's Committee Management Secretariat, the database represents a true "shared system" wherein each participating agency and individual committee manager has responsibility for providing accurate and timely information that may be used to assure that the system's wide array of users has access to data required by FACA.

database and an online application. A database and online application operates differently on the Internet than purely informational net pages. Browser buttons are designed to take the user backwards and forwards to pages of static, unchanged, and perhaps unrelated content. The pages of a database system change in content with every selection, filter, edit, save, insert, and delete, but have a distinct,"keyed" relationship with the preceding and following pages as the user drills down or moves back up through the data. The user is involved in a work session, and if the user starts jumping around using the browser menu, it is possible for the database application to lose track of who you are and what committee you are working on. It doesn't usually happen and the technology is improving to prevent this conundrum, but a word to the wise.

The five hyperlinks on the opening screen navigate to the
Search,
Help,
Public Access,
Logon, and
Committee Management Secretariat pages.
The cursor displays a hand as the mouse moves over a hyperlink.

Search allows the user to search for any text or phrase in the entire set of data stored as part of this system. That includes the data comprising the fiscal year summaries, the committee charters, and any stored meeting minutes or reports. A complete discussion of the **search feature** is found in the Public Access (Section 1) part of the system manual. The search capability will always be constrained by the Internet search technology, our web site programming ability, and the quality and completeness of the data entered.

Help explains the syntax, terms, and meaning of items of information collected in previous years as part of that year's Annual Report (before 1999) or Annual Comprehensive Review (after 1998). It also displays a selection of manuals that explain the system's functionality to the different users. This manual is for the part of the system designed for DFO access. The manuals can be viewed on the screen and printed with Microsoft Word or Adobe Acrobat Reader.

Help Page

Home   Search

Public Help Manual	.pdf	.doc
DFO Help Manual	.pdf	.doc
GFO Help Manual	.pdf	.doc
CMO Help Manual	.pdf	.doc

What Each ITEM NO. Means:

The items with numbers have the same numbering system that was used on paper reports before 1997. They are arranged below in the same order that they can be found on the web site. They are behind hyperlinks using the same names as the groupings below.

General Information:
1. Department or Agency: This item is required. This is the agency abbreviation is the two to five letter agency abbreviation for the highest department or agency level to which the committee belongs, e.g., **HHS; EPA**. It is established by the agency and cannot be edited on this page.
The **Fiscal Year** being reported, e.g., 2000, 2001, **2002**, 2003, etc. cannot be edited on this page. This item is required.
The **Full name of the committee,** or subcommittee, as listed in the current charter, e.g.,**Arkansas Advisory Committee**, was delineated in the charter and cannot be edited on this page. This item is required.
Committee Status: This item is required. The status will display as **Chartered** or **Terminated** and cannot be edited on this page. This data is displayed as a result of actions taken on the **Consultation** page.

Public Access takes the DFO to a page listing the **Fiscal Years** of reported data in the system, the **Database Search**, the Member Search, the **Download Center,** and the available Annual Comprehensive Reviews/Summaries since the cessation of the printed, transmitted, annual report**.** All the data is read-only. A reviewer must consider the data for the current fiscal year incomplete unless they know with certainty that the DFO updates the information throughout the year as events take place. At the end of the fiscal year, however, each DFO and the agency's CMO are required by law to verify the accuracy and completeness of each committee's data. The standard operating procedure for the present is that the information on a committee should not be deemed official and complete until that committee's data has been verified by the agency CMO for that fiscal year. As mentioned above, the Help link provides a complete manual for the use of the Public Access section.
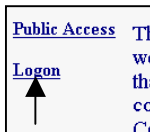
 Logon allows DFOs who are responsible for the committee data and who have editing rights to log on to the current year and view and update the management data. DFOs can update their committees, CMOs can update all of their agency's committees, and the Committee Management Secretariat's staff can update all the agencies' data.
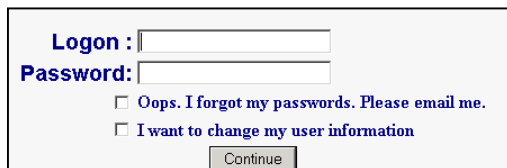

 Committee Management Secretariat links the DFO to the Committee Management Secretariat's home page on the GSA Portal. The home page can also be found at http://www.gsa.gov/committeemanagement, the launching point for a comprehensive examination of the advisory committee process, practices, history, case law, advice and training.
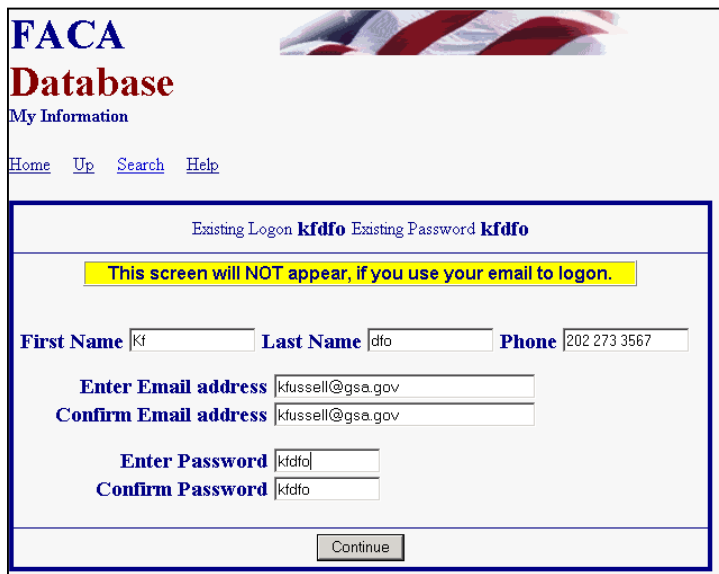
Logging onto DFO Data Maintenance Activities

Clicking the **Logon** button displays the **Logon** page. The **Logon** page has seven hyperlinks, four data fields and one decision button. The main hyperlinks are **Home**, Up, Search, and Help. **Home** returns to the system's opening page and ends the work session. We discussed **Up**, **Search**, and **Help** above. The additional hyperlinks are **Score 300**, **Presidential Committees**, and **Presidential Members**, which are helpful status reports. The data fields are the **LOGON** Text Box, the **PASSWORD** Text Box, the **OOPS** Check Box, and the **I WANT TO CHANGE** Check Box. The decision button is Continue.

FACA Database
Logon Page

Home   Up   Search   Help

This form is for government employees, who are providing committee management data.

Score 300

Presidential Committees

Presidential Members

Logon :
Password:

☐ Oops. I forgot my passwords. Please email me.
☐ I want to change my user information

[Continue]

Logon :
Password:
☐ Oops. I forgot my passwords. Please email me.
☐ I want to change my user information
[Continue]

To **Logon**, the DFO enters his/her username in the **Logon:** Text Box field and their password in the **Password:** Text Box field. When the **Continue** button is clicked, the program advances to the DFO's **My Information** page. If the DFO user logs on with their e-mail address as the username, the program advances to the **Committee Menu** page.

FACA Database
My Information

Home   Up   Search   Help

Existing Logon **kfdfo** Existing Password **kfdfo**

This screen will NOT appear, if you use your email to logon.

First Name Kf   Last Name dfo   Phone 202 273 3567

Enter Email address kfussell@gsa.gov
Confirm Email address kfussell@gsa.gov

Enter Password kfdfo
Confirm Password kfdfo

[Continue]

The DFO can change their user information any time they are logging in by checking the **I WANT TO CHANGE** Check Box before they click the **Continue** button. If the user fills out the **My Information** page, including their e-mail, than the **OOPS** Check box will work. To receive an email with their password, the user enters their **LOGON (E-mail address)**, checks **OOPS**, and clicks the **Continue** button.

Logon Error

Your logon or password is not correct.

Please click the Up button.

If the DFO receives a **Logon Error**, they should note the error explanation and contact their CMO to adjust their access rights. If you enter an incorrect Logon or Password, you receive the "Your logon or password is not correct" error.

<table>
<tr><td>

Logon Error

Your authorized end date has been exceeded. Ask your CMO to extend your user end date.

Please click the Up button.

</td></tr>
</table>

If your dates for access have expired, you receive "the Logon Date has been exceeded" error.

<table>
<tr><td>

Logon Error

Your logon is not active. Ask your CMO to update your user information.

Please click the Up button.

</td></tr>
</table>

If your CMO has designated you as an "inactive" user, you see the "inactive logon" error when you attempt to logon.

Score 300

Presidential Committees

Presidential Members

The **Score 300** hyperlink displays a status ranking of agencies for the current fiscal year. It is a quick way to rank both the usage of the system by agencies as well as the completeness and accuracy of the data, since one can tell from the color and the number of committees updated just how much data entry/updating activity is occuring. Think of it as friendly competition. The user returns from the **Score 300** page using the **Up** hyperlink.

FACA Database
Score 300

Home   Up   Search   Help

100% Updated + DFO Verified + CMO Verified + CMO Rolled Over = 300

Agency	Committees	Updated	Verified By CMO	Verified By GFO	Verified By DFO	CMO Roll Over	Last Time Updated	Total Score
GSA-General Services Administration	2	2	1	1	2		7/2/02 1:48:02 PM	187
FASAB-Federal Accounting Standards Advisory Board	1	1	0	0	1		4/24/02 11:08:47 AM	150
TRES-Department of the Treasury	14	14	0	0	1		7/11/02 11:38:03 AM	80
EXIM-Export-Import Bank of United States	3	3	0	0	0		4/26/02 12:04:23 PM	75

Committees with Presidential Involvement   July 17, 2002 12:12:11 PM
Back to CMS Logon
Spreadsheet XML ASCII

LastUpdated	FY	AgencyAbbr	CommitteeName	Pres	PresAppts	EstablishAuth	Recommend	DFO	Cno
3/13/02 4:54:27 PM	2001	VA	President's Task Force to Improve Health Care Delivery for Our Nation's Veterans	Yes	Yes	Presidential	Continue	Alfonso Poteet 703-696-9466	10793
3/13/02 1:59:38 PM	2001	NEA	President's Committee on the Arts and the Humanities	Yes	Yes	Presidential	Continue	Henry Moran 202/682-5409	1093
3/13/02 1:18:56 PM	2001	USTR	Advisory Committee for Trade Policy and Negotiations	Yes	No	Statutory (Congress Created)	Continue	TBD	1324

Clicking the **Presidential Committees** hyperlink displays basic committee information on committees that are either Presidential in type or established by the President. A committee is Presidential in type if it reports to the president even though it may have been established by Congressional Act. The committee listed in the third row is an example of Presidential type.

Clicking the **Presidential Members** hyperlink displays a list of committee members appointed by the President that are in the current year's member list. These two hyperlinked reports are on the logon page at the request of the White House Personnel office. These reports, like all of the database's reports for the current year, are only as useful and accurate as the data is kept up-to-date.
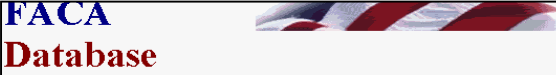

These reports, like most and eventually all of the database's reports, can be downloaded to the user's computer for more direct use and customization via the **Spreadsheet**, **XML**, and **ASCII** hyperlinks. No part of the data kept for public accession online is subject to privacy provisions. Any public user may download all the stored data in the online system.

The DFO's Committee Management Activities

When the DFO logs in, he or she proceeds straight to the **Committee Menu** page. This page provides access to all the data that the DFO needs to keep up to date to meet FACA requirements. The menu options include General Info, Recommendations, Reports, Meetings, Costs, Justifications, Members, Sub-Committees, Annual Report, DFO Info, GFO Info, CMO Info, View Charter, Web Site, **and** Mark Verified.

Some additional menu options related to the recommendations made to the agency by the committee and performance measures applicable to the committees work will be added soon.

Editing the Committee's General, Categorizing Information

The **General Info** page allows data entry and updating to all the fields on the page except for the **Department or Agency**, the **Committee** number, the **Committee Name,** the **Current Charter Date** and the **Establishment Authority**. Those items require a new charter and the information is added at the new charter time by the CMO. The remaining items are first added when the committee is established. Other than the expected **Renewal** or **Termination** dates, most of the information does not change from year to year.

FACA Database

General Information

Home   Up   Search   Help

2002 HHS 762-Acquired Immunodeficiency Syndrome Research Review Committee

Save   Rec   Repts   Meets   Costs   Justs   Mems   Menu

1. Department or Agency:	HHS
Committee Status:	Chartered
4. New Committee:	No
5. Current Charter Date:	1/1/1987
6. Expected Renewal Date:	1/1/1989 e.g. 11/5/1998
7. Expected Termination Date:	e.g. 11/5/1998
8a. Terminated This FY:	No
8b. Specific Termination Authority:	
8c. Actual Termination Date:	
11. Establishment Authority:	Authorized by Law
12. Specific Establishment Authority:	42 U.S.C. 282(b)(6)
13. Effective Date Of Authority:	11/20/1985 e.g. 11/5/1998

- The **Charter Date** should be the date the last charter is/was filed with the agency's Congressional Oversight Committee and will appear changed on this page when the CMO files a new charter via the **Consultation** process, a hyperlink on the **Committee Menu** page. The consultation process (with the Committee Management Secretariat) is a CMO function and the DFO does not see a **Consultation** hyperlink on the **Committee Menu** page.
- The **Renewal** and **Termination** dates, unless specifically identified in the charter, are generally 2 years from the **Current Charter** date. The DFO (and CMO) should check this information at least once, early during the current fiscal year to make sure that the information is accurate and up-to-date. Keeping the **Expected Renewal** and **Expected Termination** dates current improves workflow reports the system generates for the CMO, the agency, and the Secretariat.
- A committee is only reported **New = Yes** the year it is established and is only reported **Terminated = Yes** the year it is terminated.

14a or 14b. Committee Type:	Continuing ▼ Required
14c. Presidential:	No ▼ Required
14d. Presidential Appointments:	No ▼ Required
15. Committee Function:	Grant Review ▼ Required
Exempt from Renewal:	Yes ▼ Required
Number of Members:	15 Required
Committee URL:	
	Changed At 6/7/02 9:30:35 AM By Robin Stone

The URL should be entered like this sample: http://cm.policyworks.gov/cms
Home Search Help

Most of the remaining fields require an answer from a limited set of options. Where this is so, a pulldown list of the correct options is provided.

- A **Committee Type** is **Continuing** (i.e., lasts more than 6 months and extends over a fiscal year boundary) or **Ad Hoc**.
- A committee is **Presidential** if it reports to the President. When a committee is set up by the president, but for some reason does not report to the president, the committee is considered established by **Presidential Authority.** Since the committee does not report to the president it is not a **Presidential (type)** committee.
- A committee has **Presidential Appointments** if the President appoints any member of the committee to serve on the committee. This condition is normally specified in the charter or the law creating the committee.
- If a committee is statutorily exempt from renewal, **Exempt** should be **Yes**. This is rare.
- If the charter includes a specified **Number of Members**, that number should be entered (as numeric digits) in place of the default field contents: "Unlimited."

- If a committee has a Web site, the web address (URL) should be filled in. Doing so will automatically create a web site hyperlink (**Go**) on the **Committee Menu** page at the end of the Committee URL field block. The URL should be complete as displayed in the example at the bottom of the General Information web page.
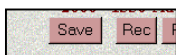
When data had been added or changed on the **General Info** page, the DFO should click the **Save** button. The DFO should always save any changes made on a page before moving to a new web page. When the data is changed and saved, the system updates the **Changed At** line with the logged in person's user information.

The other navigation buttons on the **General Info** page are short cuts to the other data entry pages and are included to save a click and page load between frequently used pages. The **Up** hyperlink takes the DFO back up the path from the **General Info** page to the **Committee Menu** page. The **Menu** navigation button also goes to the **Committee Menu** page.

Editing the Committee's "Continuation Recommendation" and General Remarks

The **Recommendations** hyperlink displays the **Recommendations** page. This page refers to the agency's recommendation regarding the continuing usefulness of the advisory committee and not to the advisory committee's recommendations to the agency. The advisory committee's recommendations to the agency are a performance measure feature that will be added to the system in the near future on separate pages. Information can be added to the **Remarks** field any time the DFO feels that some activity or event deserves clarification or elaboration and cannot find another place in the system to include the information. The **Remarks** field could contain up to 64 pages of comments. The **Recommendations** field needs to be addressed only once a year before the data for the committee is verified by the DFO and the CMO. Recommending to **Continue** or **Terminate** a committee is generally an agency decision. Some statutory committees require legislation in order to be terminated, hence the need for questions **10 a** and **10 b**.
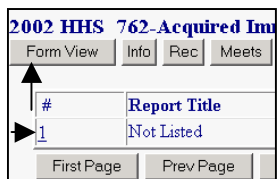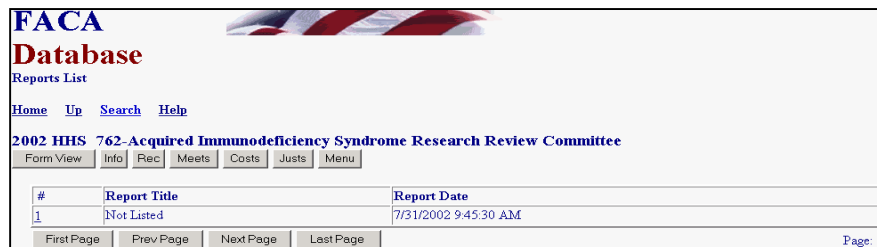
Listing the Reports Generated by the Committee

Clicking the **Reports** hyperlink displays the **Reports** page. These are the reports generated by the committee to the agency (or the specific government official being advised) and not the committee's "annual comprehensive review" required by FACA's reporting requirements. Each committee begins the current reporting year with no reports listed since the committee has not yet issued any. As reports are published or submitted to the government official being advised, the titles and dates of publications are added to the **Reports** list by the DFO. If the publication is available in an electronic format, the system has an upload feature to store the report for viewing by the public. To add a report title and date, the DFO clicks the **Add** option button.

Clicking the **Add** button generates a new report record with the words **"Not listed"** in the **Report Title** field and the current date in the **Report Date** field. The **Reports List-**

view page is a listing of all of the reports for the committee in date order, so the page is presented read-only and cannot be edited. As a general rule in the current system, data cannot be edited when it is presented in a list (a **List View**). Data is edited only when it is presented as a single record in a **Form View**. This approach is currently common Internet SOP for data entry, but we hope to make the process friendlier and more efficient in the near future.

From the **List View**, read-only, **Reports** page, there are two ways to display a **Form View Reports** page. The most commonly used is clicking the hyperlink, the **underlined number** in the leftmost column of the record to be edited. The second is to click the **Form View** option button and use the appropriate **Page** button to move to the correct record.

Once in the edit mode, the **Report Title** field contents should be replaced with the actual report title, and the **Report Date** field contents should be replaced with the actual date the report was issued. **Presidential Action** is **Yes** if the committee is a **Presidential Type** committee. For **Presidential Type** Committees, Congress requires that the Agency and DFO report a year after the submissions of the report and recommendations on what the President did with the recommendations in the report that was submitted. If the

committee maintains a web site with the committee reports posted on the web site, a URL for the location of the specific report page can be added to the **View Report At** Text Box. Reports in an electronic format can be uploaded to the system with the **Upload Reports File to FACA Database** button. Adding either the URL to the text box or uploading the file will create a GO button on the form that is a hyperlink to the report when the page is saved. When the DFO is satisfied with the edits, the changes should be saved by clicking the **Save** button. The DFO should not leave a page on which changes have been made without clicking the **Save** button, or if the page is a new record, the **Save New** button. Please remember that we are using the Internet and the system does not save automatically when leaving a page as saving requires data transfer between the user's computer and the web server. The Internet works this way because performing "unnecessary" data transfers would slow down the system for users who were browsing but not editing the data. We are isolating the various functions to make this part of the system more responsive to the DFO user as a goal for the very near future. The system also has a two-hour time-out limit. The "time-out limit" means that if the user leaves the system on the same page for longer than two hours without saving a change or requesting a new page, the system forgets the user.

The DFO can add a second or third report titles with the **New** option button or can delete reports entered by mistake with the **Delete** option button. Clicking the **New** option button presents a blank record and two additional buttons, **Save New** and **Cancel**. After saving the "new" record the DFO is returned to the first record, which is the

top of the list of reports on the **Form View Reports** page. One of the most common errors in data entry occurs when a date for a meeting or report is entered as the last two digits. The date to the right is actually correct during the FY 2002 reporting year, but our program doesn't allow a two-digit year entry. Remember the Y2K problem when we rolled from 1999 to 2000. Ever since, we have set up our data tables for four-digit year entry so the computer can tell what year it is.

To see the list of reports that have been added, the

DFO clicks the **List View** option button. This returns the user to the Reports List View page, with all of the reports listed that have been added for the committee in a read-only format, ordered by the date of publication of the report.

Listing the Meetings Held by the Committee

Clicking the **Meetings** hyperlink displays the **Meetings** page. Each committee begins the reporting year with no meetings listed. As meetings are planned or held, the purpose, dates, locations, and whether the meeting will be or was open or closed are added to the **Meetings** List View page

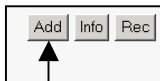Add | Info | Rec

Home   Up   Search   Help
2002 HHS 762-Acquired Immunodeficiency Syndrome Research Review Committee
Form View | Info | Rec | Repts | Costs | Justs | Mems | Menu

#	Purpose	Meeting Start Date	Meeting Stop Date	Open Or Closed?
1	Not Listed for Annual Report	7/19/2002 11:26:30 AM	7/19/2002 11:26:30 AM	Open

First Page | Prev Page | Next Page | Last Page   Page: 1

To add the first meeting, the DFO clicks the **Add** option button. Clicking the **Add** button generates a new record with the words **"Not listed for Annual Report"** in the **Purpose** text box, the current date in the **Meeting Start Date** and **Meeting Stop Date** fields, and **"Open"** as the default entry in the **Open or Closed** text box. The **Meetings** page is a listing of the meetings planned for the committee or held by the committee for the year being reported, so the page is read-only and cannot be edited. As mentioned in the report section above, data is not edited when it is presented in a list (a **List View**). Data is edited only when it is presented as a single record in a **Form View**. This may/will change as the technology improves and our coding skills increase.

2002 HHS 762-
Form View | Inf
| **Purpose**
1 | Not Listed f
First Page

From the **List View**, read-only, **Meetings** page, there are two ways to display a **Form View Meetings** page to edit or enter the data. The most commonly used method is clicking the hyperlink, which is the underlined number in the leftmost column of the record to be edited. Your second option is to click the **Form View** button and use the appropriate **Page** button to move to the record you wish to edit.

Once in the edit/data entry mode, the **Open or Closed** field contents should be replaced with the correct option, and the **Meeting Date** fields should be replaced with the dates the meeting started and the meeting stopped. The **Open or Closed** option choices include **Open**, **Closed**, **Partially Closed**, and **N/A**. While "**Open**" and "**Closed**" are obvious in their use,

7. Open Or Closed   Open
7e. Meeting Start Date 8/5/2002 10:29:24 AM   e.g. 11/5/1998
7e. Meeting Stop Date   8/5/2002 10:29:24 AM   e.g. 11/5/1998
Location
Purpose   Not Listed for Annual Report
View Minutes At
                         Changed At By --Has Not Been Changed--

First Page | Prev Page | Next Page | Last Page

Upload Minutes File to FACA Database

"Partially Closed" should be used when any part of the scheduled meeting is closed. **"N/A"** can be used if the DFO is reporting a committee event that is a committee work-related activity, like an administrative logistics meeting between the chairperson and the DFO, or the committee's tour of a park site under discussion. The difference is that the event in question is not a reportable scheduled meeting under FACA. The **meeting start** and **stop dates** are necessary but the actual times are not necessary. Multiple dates are needed to calculate the length of the meeting in days. The **Location** and the **Purpose** fields are required entries, but your agency may have some guidance regarding how detailed those entries need to be. The **View Minutes At** text box can be used to enter an agency or committee web site where the minutes can be found when they are prepared, and the minutes or the transcript in an electronic format can be uploaded with the **Upload Minutes File to FACA Database** button. When the DFO is satisfied with the edits, clicking the **Save** button saves the changes.

The DFO can add more meetings with the "**New**" option button or can delete meetings entered by mistake with the **Delete** option button. Clicking the **New** option button presents a blank record and two additional buttons, **Save New** and **Cancel**. **Save** applies to saving the changes to an existing and edited record, and **Save New** applies to saving a new record. All of the fields in a new record are blank except for the **Open Or Closed** field. Clicking the New button while on a Form View Meetings page creates additional new meetings. The user edits the **Open or Closed** field, the **Meeting Date** fields, and the **Purpose**, **Location**, and **View Minutes At** field, finishing with saving the new meeting record with the **Save New** button. After saving the "new" record the DFO is returned to the first record at the top of the committee meeting list on the **Form View Meetings** page for that record.

 To see the list of meetings that have been added the DFO clicks the **List View** option button.

Editing the Committee's Costs

A committee's **Costs** Page should reflect all of the costs attributable to the committee's existence for the reporting year. A Committee begins the reporting year with either the cost data that was estimated when the committee was established, or the cost data for the current year that was estimated the previous year. The agency administrative guidelines and the

agency CMO provide guidance for collecting and computing the costs. For most committees the payments to Non-Federal Members and Federal Members are nominal and the bulk of the costs are in staff, consultants and travel. The user should enter totals for each category into the text boxes 18a through 18c. The system totals the results in item 18d when the page is saved. The cost of the number of FTE entered in item 19. **Federal Staff Support**, is generally equivalent to item 18a(3), **Federal Staff**.   In the example, an FTE of 1.8 is reported as costing the government $103,000 towards the cost of the committee. Your staff costs could be more or less per person than the example depending upon the grade of the staff assigned to committee work. The **Other** text boxes are for committee costs not attributable to staff or travel. The

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precision of the data entered in the **Estimated FY** column of text boxes is also a matter of agency guidance. It is used by some agencies for planning and was an original part of the Federal Advisory Committee Act reporting requirement. If the **Changed At/By** line says import/Rollover, then the **Costs** page has not been edited by the DFO during this reporting year. Finally, as usual, the DFO should be careful to click "**Save"** before leaving the page after making any edits.

Editing the Committee's Justifications

A committee's **Justifications** Page also begins the year with either the justifications that were provided when the committee was chartered or the justifications that were reported the previous year. While the purpose of a committee and therefore its **Justifications** sometimes do not really change much from year to year, the DFO should make sure that the information is

accurate, timely, up-to-date, and complete. The information is on the web and readily available to the public. It helps to view the **Justifications** as an opportunity to communicate the value of the committee's work. This is not the place for minimalism. A useful approach that avoids the possibility of wasting data entry effort is to prepare the committee justifications off line with a word processing program. Then, after the DFO is satisfied that the composition satisfies their informational requirements and the word processing effort has been saved, the text can be cut from the word processing program and pasted into the individual **Justifications** fields. The web program does have a 2-hour time-out. A two-hour-time-out means that you must send data to or retrieve data from the web server at least once every two hours or your logon will be dropped. With a two-hour window most users could safely composed their responses on-line, but we recommend that you compose the justifications in your word processor and avoid any chance of losing your work. There are five questions to be considered. Be sure to use the **Save** button after you make any edits or changes to the **Justifications** page.

In the very near future the system will include some additional reporting pages couched in the same vein as the justifications page but focused on the recommendations made by the advisory committee to the agency and the agency's use of those recommendations.

Listing the Members of the Committee

Clicking the **Members** hyperlink displays the **Members List View** page. Each committee begins the year with the list of members it finished with the previous year. If a committee has just been established and the members have not yet been added, the page displays the statement:

2002 No Members found.

Click ADD to create new Members

[Add] [Info] [Rec] [Repts] [Meets] [Costs] [Justs] [Mems] [Menu]

Database

Members List

Home   Up   Search   Help

2002 HHS 762-Acquired Immunodeficiency Syndrome Research Review Committee

[Form View] [Info] [Rec] [Repts] [Meets] [Costs] [Justs] [Menu]

#	Prefix	First Name	Middle Name	Last Name	Suffix	Chairperson	Occupation Or Affiliation	Participation Start Date	Participation End Date	E-mail Address
1		ARLENE	D.	BARDEGUEZ		No	NEW JERSEY MEDICAL SCHOOL	9/28/2000	6/30/2004	
2		MARGARET	C.	BARR		No	VACCINE RESEARCH INSTITUTE OF SAN DIEGO	3/8/2001	3/9/2001	
3		BRUCE		BEUTLER		No	SCRIPPS RESEARCH INSTITUTE	6/14/2001	6/15/2001	
4		GAIL	A	BISHOP		No	UNIVERSITY OF IOWA	3/8/2001	3/9/2001	
5		DAVID	E	BRILES		No	UNIVERSITY OF ALABAMA AT BIRMINGHAM	3/8/2001	3/9/2001	
6		KENNETH		BROMBERG		No	SUNY HLTH SCI CENTER, BROOKLYN	8/5/1997	6/30/2001	
7		FRANK	C	BROSIUS		No	UNIVERSITY OF MICHIGAN AT ANN ARBOR	11/16/2000	11/16/2000	
8		YVONNE	J	BRYSON		No	UNIVERSITY OF CALIFORNIA LOS ANGELES	8/17/2001	6/30/2005	

Like [Meetings](#) and [Reports](#) above, Members are added and deleted from the **Members Form View** Page. Clicking the **Add** button if there are no members added yet, or the **Form View** button or the underlined hyperlinked record number in the leftmost column of the individual record accesses the **Form View** data entry page.

As new members are appointed and existing members' appointments end, the DFO adds the new members with the **New** button and deletes members with the **Delete** button. A member must be reported for the year if he or she serves any part of the year. The information required to be collected about each member is

- Any title (Dr.) or **Prefix**,
- **First Name**
- **Middle Name** or Initial,
- **Last Name**,
- Any title (Ph.D., MD) or **Suffix**,
- A **Yes** or **No** indication of **Chairperson** status,
- An **Occupation or Affiliation,**
- The **Date** the member was first **appointed** or **started participating** on the committee**,**

Database

Member Form

Home   Up   Search   Help

2002 HHS 762-Acquired Immunodeficiency Syndrome Research Revie

[Save] [Delete] [New] [List View] [Info] [Rec] [Repts] [Meets] [Costs] [Justs] [Menu]

6. Prefix [ ]
6. First Name [DAVID]
6. Middle Name [E]
6. Last Name [BRILES]
6. Suffix [ ]
Chairperson [No ▾]
6. Occupation Or Affiliation [UNIVERSITY OF ALABAMA AT BIRMINGHAM]
Participation Start Date [3/8/2001]   e.g. 11/5/1998
Participation End Date [3/9/2001]   e.g. 11/5/1998
Appointment Type [Agency ▾]
Appointment Term [Less than 1 year ▾]
Pay Plan [Hourly or Daily Compensation plus Travel and Per Diem ▾]
Pay Source [Executive Branch ▾]
E-mail Address [ ]

- The **Date** the member's **appointment ended** or the member **stopped participating** on the committee,
- **Who** appointed the member (usually members are appointed by the head of the agency, but the charter may specify appointments by the President or Congress, etc),
- The appointment **term length** (The charter or legislation may specify this or the agency may have a general statement of typical term length in the formal administrative guidance document prepared to comply with FACA),
- The **pay plan** (most members serve without a pay plan, but follow the agency guidance on this),
- The **pay source** (the pay source has to be one of the branches of government if there is a pay plan and the committee is constituted under FACA. If the agency is paying the member anything out of the Agency budget, the pay plan is executive branch), and

- The committee member's **e-mail** (if the member allows it and it is agency policy to include it). The public user cannot view the member's e-mail from the public part of the system.

If members' terms end during the year, reporting all the members serving during the year, as required, can make it appear that the committee has many more members than it actually has attending any one meeting. Including the dates served helps more realistically portray the total current membership at any point in time. There are also many reports in the system that can be used by the agency, the congress, the president's staff, yourselves, and the public that only work when this information is kept fairly current. It is generally a helpful practice to delete members who were no longer serving at the beginning of the fiscal year as early in the year as possible to make the current year information more accurate to the public and governmental user.

Subcommittees

Most committees do not have subcommittees and when the Subcommittees hyperlink is clicked, the system reports that no subcommittees are found. At the same

Database

Subcommittee Menu

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2002 HHS 762-Acquired Immunodeficiency Syndrome Research Review Committee

No Sub Committees found.

Please have your CMO contact Dr. Kennett Fussell by E-Mail with the Sub Committee information.

time some large advisory committees organize their work by tasks performed by dozens of subcommittees.

This feature exists to allow the reporting of meetings, reports, costs, and members by subcommittee when the advisory committee or agency wishes to do so.

While an extra step is required in setting up subcommittees, once they exist (are given a distinctive name), the data entry process is the same as for Meetings, Reports, Members, and Costs above. If subcommittees are used, the data for meetings, reports, members, and costs should be added to either the subcommittee or the parent committee, but not both. The online system's summary process (the program coding) adds the information from the subcommittees and the parent committee into a single total report and if the data is entered in more than one place it is duplicated or counted multiple times. The extra step required to establish subcommittees is to let the CMO and the Committee Management Secretariat know of the desire to use

Subcommittee Menu

Home   Up   Search   Help

2002 NEA   5158-Combined Arts Advisory Panel

#	Sub Committee Name
1	Dance, Creation & Presentation
2	Dance, Planning & Stabilization
3	Folk & Traditional Arts, Creation & Presentation, Planning & Stabilization
4	Literature, Creation & Presentation/Planning & Stabilization
5	Local Arts Agencies/ Presenting, Creation & Presentation
6	Media Arts, Creation & Presentation/Planning & Stabilization
7	Multidisciplinary, Creation & Presentation
8	Multidisciplinary, Planning & Stabilization
9	Museums, Creation & Presentation
10	Museums/Design, Creation & Presentation
11	Museums/Visual Arts, Planning & Stabilization
12	Museums/Visual Arts/Design, Planning & Stabilization
13	Music, Creation & Presentation
14	Music/Opera, Planning & Stabilization
15	Opera, Creation & Presentation

subcommittees. The CMO provides a list of subcommittee names along with the parent committee name and number to the Secretariat. The process of adding and maintaining the list of subcommittees for a committee in the system will change in the future so that it is completely under the control of the CMO.

Annual Comprehensive Review (formerly the Annual Report)

The **Annual Report** hyperlink displays a single, printable, read-only summary report specific to the selected committee for the reported year. If key information is missing from the reporting process, like the recommendation to continue or terminate the committee, the **Annual Comprehensive Review** page will display a warning where the data is missing.

2002 Current FY Report: Review of Federal Advisory Committee

8/5/2002 11:52:38 AM

1. Department or Agency			2. Fiscal Year
Department of Health and Human Services			**2002**

3. Committee or SubCommittee			3b. GSA Committee No.
Acquired Immunodeficiency Syndrome Research Review Committee			**762**

4. Is this New During Fiscal Year?	5. Current Charter	6. Expected Renewal Date	7. Expected Term Date
No	**1/1/1987**	**1/1/1989**	

8a. Was Terminated During FY?	8b. Specific Termination Authority	8c.Actual Termination Date
No		

9. Agency Recommendation for Next FY	10a.Legislation Req to Terminate?	10b.Legislation Pending?
Continue		

11. Establishment Authority	**Authorized by Law**

12. Specific Establishment Authority	13. Effective Date	14. Committee Type	14c. Presidential?
42 U.S.C. 282(b)(6)	**11/20/1985**	**Continuing**	**No**

15. Description of Committee	**Grant Review**

16a. Total Number of Reports	**No Reports for this Fiscal Year.**

17d. Total Meetings	**No Meetings for this Fiscal Year.**

	Current Fiscal Year	Next Fiscal Year
18a(1) Personnel Pmts to Non-Federal Members	$0	$10,200
18a(2) Personnel Pmts to Federal Members	$10,200	$0
18a(3) Personnel Pmts to Federal Staff	$103,017	$103,017
18a(4) Personnel Pmts to Non-member Consultants	$0	$0
18b(1) Travel and Per Diem to Non-Federal Members	$23,596	$23,596
18b(2) Travel and Per Diem to Federal Members	$0	$0

Designated Federal Official Information

The **DFO Info** hyperlink displays the **DFO Info** page, the information and data entry screen for the Designated Federal Official. The DFO has edit rights to this information and the information should be kept up to date, since information like the **Phone number** and the **E-Mail** address are used in reports and workflow processes. Be sure to click the **Save** button after making changes to the data.

DFO Information

Home   Up   Search   Help

2002 HHS 762-Acquired Immunodeficiency

Save

Prefix:	
First Name:	ROBERTA
Middle Initial:	
Last Name:	BINDER
Suffix:	PHD
Title:	Scientific Review Administrator
Phone:	
Fax:	
E-Mail:	rb169n@nih.gov

Group Federal Official (GFO) Information

Some agencies have quite a few committees (HHS: over 250, DOI: over 110) and have organized their committees into sub groups within offices in the agency. Examples of sub groups are NIH in HHS, The Park Service in DOI, and The Forest Service in USDA. If the committee is part of such a working group, GFO information exists and is displayed on the Committee Menu. In such cases, the DFO can view the GFO info but cannot change it.

Committee Management Officer (CMO) Information

The **CMO Info** hyperlink displays the **CMO Info** page when clicked. There is always a CMO for every agency with an advisory committee, just as there is always a DFO for each advisory committee. The contents of the **E-Mail Address** field plays an important part in the workflow process of this system, since e-mails are sent to this address alerting the CMO of changes made to the committee data. The CMO data cannot be modified by the DFO and you can see that in the example because none of the information fields are editable boxes. Only agency CMO or Committee Management Secretariat personnel have edit rights to the CMO data, although more than one person in the agency may be designated to have CMO edit rights.

Viewing the Committee's Charter

The **View Charter** hyperlink displays the committee's current Charter. The charter is displayed in a read-only word-processing format. This is because most word processor programs produce a document format in Internet Browsers like Netscape or Explorer that can be read by "screen-readers" for the blind. To the extent possible and feasible, the FACA online system stays consistent with or tries to exceed the requirements of the American with Disabilities Act regarding Internet accessibility. If the

charter is older and not available as a word processing document, either the Committee Management Secretariat or the agency scanned the charter to an Adobe .PDF file. The filenames used are a combination of the GSA assigned Committee ID numbers-a period-and a .doc (or .pdf) extension. To add the charter to the database web site,

- The agency CMO will upload the approved and filed charter using the Upload button on the Consultation page. Since the Committee Consultation procedure is a CMO function, the DFO Committee Menu page does not display that Button for DFO use.
- Sometimes, when the agency is especially concerned about displaying a charter with the approving official signature, the agency will scan the official charter copy and upload the .pdf file.
- Of course, when necessary, the agency and Committee Management will use any other practical process that can be devised and agreed upon to load a charter into the system.

Accessing the Committee's Web Site

If the **Committee Menu** page displays a **Web Site** hyperlink, the page is linked directly to a web site for either the advisory committee or the advisory committee's agency. The data to link to the web site is entered on the Committee's **General Information** page and the web address, the Universal Resource Locator (URL), should be entered as demonstrated in the example at the bottom of the **General Information** page. If the user goes to the committee web site, and wants to return to the FACA Database where they left off, they need to click the Browser's back button.
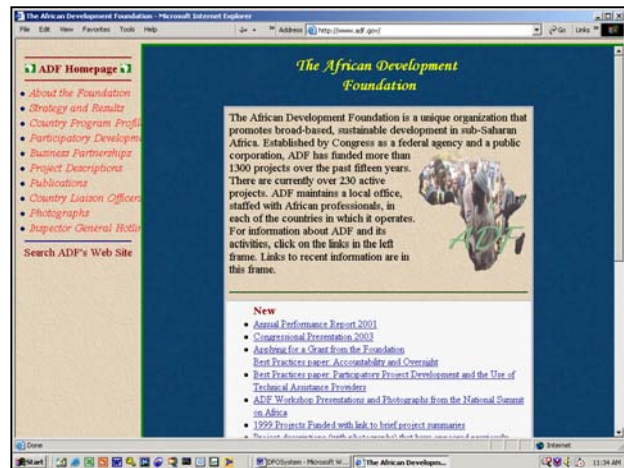
Verifying the Committee's Data

Annually, in the fall, on a schedule distributed and managed by the agency CMO, the DFO should recheck the data entered for the past year and verify its accurateness and completeness. Clicking the **Mark Verified** hyperlink presents the DFO with a **"Verification was successful"** page similar to the page seen to the right.

Clicking the **Mark Verified** hyperlink also adds a time stamp to the database and the time stamp appears on the CMO's **Committee List** page. This alerts the CMO that the DFO considers the data complete. This verification process also temporarily locks the data, although the DFO can unlock the data and make further changes by clicking the **Save** button on any editable page. If the DFO clicks the **Save** button and unlocks the data, the time stamp is removed from the CMO's **Committee List** page. If the CMO checks the data and clicks the **Mark Verified** button, the data is locked, a time stamp is added under the GFO and CMO date columns for the committee, and the DFO cannot change the data further. Of course, the CMO can also unlock the data by clicking the **Save** button on any editable committee page.

The Rest of the Story

There are many other features and reports available to assist the DFO in the FACA Database online system. Most of the other features are found and described in the Public System part of the manual, although we will be adding some heads-up reports/alerts specifically for DFO use. However, all of the features, data, and reports are only as useful and accurate as the data entered and kept up-to-date, primarily by the DFOs or their designees. The DFOs, keeping the system up-to-date as frequently as possible, whenever the committee data changes, or even on a weekly basis, transforms the FACA database into a rare commodity in government, a useful, interagency data-sharing and management tool. The FACA Database online system has been available since 1997. It is a living system in the sense that it has grown in usefulness and functionality (and size) every year that it has existed. Some of the improvement is due to the improved technology of the Internet, and a little can be counted due to the increasing skill of the development team. However, most of the improvement is due to the feedback, patience, and willingness of the users to participate both in the development process and with on-line record keeping. The FACADatabase is truly a shared system that belongs to all of us.